

Sample Telecommuter Selection Survey for Supervisors

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(Employer's Name)
Telecommuter Selection Survey for Supervisors

Telecommuting is the concept of working from home or another location, on a full or part-time basis. A supervisor/manager should fill out a questionnaire on their employees who are interested in telecommuting.

Supervisor Name: _____

Department: _____

Name of the employee under your direct supervision who is considered a candidate for telecommuting:

1. Is the work done by any of your staff as it currently exists or with modifications suitable for telecommuting, at least part of the time?

☐ Yes

☐ No (Please explain why.) _____

If your answer was "no," this completes the survey for you. Thanks!

2. Please describe the kind of work your employee does.

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3. Please rate each characteristic as high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

a. **Existing Work Characteristics**

Please rate the following according to your existing job requirements and characteristics.

- ☐ Amount of face to face contact required
- ☐ Degree of telephone communications required
- ☐ Autonomy of operation
- ☐ Ability to control and schedule work flow
- ☐ Amount of in office reference material required

b. **Future Work as a Telecommuter**

Please rate the following job characteristics in terms of their adaptability to telecommuting.

- ☐ Amount of face to face contact required
- ☐ Degree of telephone communications required
- ☐ Autonomy of operation
- ☐ Ability to control and schedule work flow
- ☐ Amount of in office reference material required

c. **Employee Characteristics**

Please rate the following according to your own characteristics as an employee, and as a telecommuter.

- ☐ Need for supervision, frequent feedback
- ☐ Importance of co workers' input to work function
- ☐ Disciplined regarding work
- ☐ Desire/need to be around people
- ☐ Potential friction at home if telecommuting (e.g. interruptions due to caring for sick child or spouse)
- ☐ Level of job knowledge
- ☐ Quality of work

d. **Supervisor Characteristics**

Based on your attitude towards telecommuting and work style, please rate the following.

- ☐ Positive attitude toward telecommuting
- ☐ Trust employee's ability to telecommute
- ☐ Ability to establish clear objectives
- ☐ Ability to communicate with employees

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4. What criteria do you use to evaluate your employee's work? (For example: quality of work, quantity of work, timeliness, etc.) Please be specific.
5. Considering the nature of your employee's jobs, how much would you want him/her to telecommute? (*Choose one only*)
6. What kinds of work would you expect him/her to do while teleworking? (*Choose all that apply*)
- ☐ Writing/typing
 - ☐ Research
 - ☐ Planning
 - ☐ Sales calls
 - ☐ Data management
 - ☐ Preparing reports
 - ☐ Administrative
 - ☐ Field visits
 - ☐ Reading
 - ☐ Computer programming
 - ☐ Other: _____

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